



## Human Resources

Oakland Livingston Human Service Agency

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## WEATHERIZATION INSPECTOR

**Division:** Community & Energy Services

**Department:** Weatherization & Minor Home Repair

**Supervisor:** Associate Director for Weatherization and Community & Energy Services

**FLSA Status:** Non Exempt - Non Union

### Qualifications:

1. High School Diploma or equivalent is required.
2. Minimum two (2) years experience in construction or building trades. Preferred: Home Inspection, HVAC, Solar, Photovoltaic, Geothermal experience and/or credentials.
3. Strong mechanical and special reasoning aptitude.
4. Strong written and verbal communication skills.
5. Minimum two (2) years of experience using computer applications in a window environment, preferably Microsoft Office 365 and web-based databases. Must be proficient in Microsoft Excel- creating spreadsheets, Microsoft Word, Microsoft Access- entering information into database and Microsoft Outlook- checking emails and scheduling appointments.
6. Must have a valid Driver's license and reliable transportation to be used for job related travel.

### Job Mission:

To provide complete and accurate on-site minor home repair and initial weatherization inspection of qualified homes in order to determine the appropriate measures to be installed according to program standards and requirements.

### Performance Standards:

1. Conduct, document and review site inspections according to funder and program guidelines.
2. Communicate with clients and contractors in order to meet program standards.
3. Enter data into applicable modeling tools and databases.
4. Maintain continual education to increase skills and to meet evolving program procedures, guidelines, needs and to train and support others in their learning in order to ensure quality weatherization work is performed.
5. Carry out all other duties as assigned by supervisor.

### Hours & Wage:

\$19.44 hour (**minimum**)

40 hours per week, 52 week per year

Location: Pontiac; Travel may be required.

**OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** Weatherization Inspector

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	2	working at desk
Stand	2	inspecting, communicating with clients and contractors
Walk	2	to, in, and around job site and office
Bend/Stoop	2	inspecting areas below waist height, lifting inspection equipment

Movements	Yes/No	Comments
Crawl	Yes	inspecting attics, foundations, crawlspaces, etc.
Reach above	Yes	measuring, inspecting areas above chest height, etc.
Crouch	Yes	inspecting attics, foundations, crawlspaces, etc.
Balancing	Yes	standing with two feet on ladder
Squat	Yes	inspecting attics, foundations, crawlspaces, etc.
Climb	Yes	using ladders inside and outside of home
Shoulder level	Yes	measuring, inspecting, photographic documentation
Kneel	Yes	inspecting attics, foundations, crawlspaces, etc.
Pushing	Yes	pushing dolly or cart with inspection equipment

	Pounds	Comments
<b>Weight Carried</b>	<b>26-50 lbs.</b>	inspection equipment such as blower door equipment, ladders, etc.

	Pounds	Comments
<b>Weight Lifted</b>	<b>26-50 lbs.</b>	inspection equipment such as blower door equipment, ladders, etc.

**Date:** Nov 6, 2023